

LINCOLN SCHOOL HANDBOOK

2009-2010 School Year



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Welcome from the Principal

September 2009

Dear Members of the Lincoln Community,

This handbook serves to welcome Lincoln families to another school year and to be a guide to our philosophy and policies. The most important sections are those pertaining to the health and safety of our children so please be sure to familiarize yourself those procedures. In addition to the hard copy of the handbook, the Lincoln Parent Association has created a website: www.lincolnspe.org. This website will contain regular communications and updates so refer to it often for events and timely messages.

This year we will once again have twenty-two classes with an enrollment of about 450. At the time of printing, most hiring has been completed and names of staff members are listed in this book. The faculty has been busy taking courses, teaching classes and readying their classrooms for the school year. Our building was a lively place as we hosted many camps and classes at Lincoln School. Despite the activity, the janitorial staff was able to wash all the furniture and polish every floor. We are lucky to have such a beautiful building.

The parent association officers and chairpersons were also preparing for September. Welcome Back Coffees and a Welcome Back Barbecue are in the works as well as many other family and enrichment events throughout the year. A special thanks to Susan Kiewra for preparing this handbook over the summer. Our parent organization plays a vital role in the success that students experience at Lincoln School. I hope that you will become involved in one of the many volunteer opportunities organized by the parents association and teachers.

As stated in our school goals, Lincoln School is a place where childhood is valued. The faculty works hard to provide a meaningful and enriching learning experience for every student. To that end, we look forward to working with you in partnership. Let this handbook be the first of many communications between us as we work to support the social, emotional and academic development of our children.

Sincerely,

Kate Scanlon
Principal

Welcome from LSPA Co-Presidents

September 2009

Dear Lincoln School Families:

On behalf of the Lincoln School Parents Association Board, we would like to extend a warm welcome to all of the families in the Lincoln community.

All of us, as parents or guardians of children at Lincoln Elementary School, are members of the Lincoln School Parent's Association (LSPA). The LSPA organizes and funds many educational and social programs and events at Lincoln. The LSPA also helps to support the library and teachers with parent volunteers. Events like the Welcome Back Dinner, Field Day, Jr. Great Books and the Mentor Program are all LSPA organized and funded. These activities are made possible due to a strong commitment from the adults in our school community. Opportunities also arise for parental help in the classrooms, the office and in the library.

Getting involved with the LSPA and its many activities is a rewarding way to feel connected to the Lincoln School community. Of course, in addition to donations of time, the LSPA is funded through monetary donations from the parent population. A successful direct appeal campaign in the fall ensures that parents and children will not be asked to participate in other fundraising activities. When you see these notices, via backpacks or emails, please consider giving as generously as you can.

Staying connected to the LSPA is easy. We are very excited to have launched our own website www.lincolnsipa.org. This website is chock full of pertinent information regarding all that is happening at Lincoln. Please check it often as you will find answers to questions regarding scheduling, lunch menus, school events and past notes from LSPA meetings and an archive of past Lincletters. "The LincLetter" is our weekly school newsletter. Upcoming activities in the school and community are highlighted in this notice. We would like to distribute 100% of these notices electronically. At the start of the year students will receive a paper copy to bring home in their backpacks. You may then opt to receive the on-line version, along with additional LSPA reminders and notices, via e-mail. *Information will be sent home in September regarding this option.* There is also a bulletin board and table of information near the school office that holds letters and notices from the LSPA.

All of your opinions and ideas help to shape the programs at Lincoln. We encourage you to attend the monthly LSPA meetings to learn about current plans and to formulate new ones. These meetings are a great opportunity to meet other interested parents, to voice your opinions about upcoming activities or decisions and to hear from our principal and/or staff throughout the year. Typically these meetings will occur on the second Thursday of the month at 8:30am. Please join us as often as you can!

Linda McDonough and Bridget Stump
2009-2010 LSPA Co-Presidents

Lincoln School Philosophy

Lincoln School seeks to foster a community of people and ideas. Mutual respect is shared among all of our members and all of our contributions are valued.

Lincoln School focuses attention on each member's strengths in seeking to promote a strong sense of excellence. Children, teachers, parents, and administrators are supported in reaching our full potential for achieving excellence. A commitment is maintained to instill in all a strong sense of national pride and citizenship while simultaneously fostering an understanding and acceptance of all individuals.

Lincoln School looks upon its children as whole individuals. Learning is valued as a life commitment. Our environment supports risk-taking, dignifies each learner's attempts, and encourages all to be active participants in the learning process. Therefore, our community pledges to support the children's educational, emotional, and physical well being in all phases of their school experience.

Lincoln School Description

Lincoln Elementary School was constructed in 1903 as Winchester High School. An architectural gem, it underwent renovations over the years and evolved into the Winchester Junior High School, and finally Lincoln Elementary School. Its use as a secondary school in the past provides Lincoln with some very "unelementary" facilities. We have a separate art room, a full-size gymnasium, a student dining hall and an auditorium, which rivals any around.

We are currently a kindergarten through grade five elementary school with twenty-two regular classrooms. We have the services of a school psychologist/counselor, resource room personnel, reading specialists, and two speech and language specialists. We also have physical education, art and music educators. Our fifth graders participate in chorus. Instrumental music lessons are available for third, fourth and fifth graders.

Our staff is a blend of new and experienced educators. Most of the staff have earned Master's Degrees and participate frequently in ongoing professional development. They possess a variety of teaching styles and a shared commitment to children.

Our nine-member Lincoln School Council is comprised of teachers, parents, a community representative and the principal. Our Lincoln School Parents' Association (LSPA) is very active and has over twenty committees that play an instrumental part in life at Lincoln School.

Winchester School Administration

154 Horn Pond Brook Road
721-7004
<http://www.winchester.k12.ma.us/>

Superintendent.....Mr. William McAlduff
Assistant Superintendent.....Dr. Marc Kerble
Business Manager
Pupil Services Administrator.....Dr. Linda Stapp
Director, Educational Technology.....Annamaria Schrimpf

Winchester School Committee

Michael Schindelman, Chair
Chris Linski
Sarah Girotti
Robert O'Connor
Sarah Swiger

Regular sessions of the School Committee are held at the Lynch Elementary School Library at 7:30 p.m. Meetings are open to the public and are also televised on Winchester Cable TV Channel 3.

Winchester Parent Organizations

Winchester School Association (WSA)

All parents and guardians of school children in Winchester are also members of the Winchester School Association, an umbrella organization for the seven individual school parent associations. WSA provides enrichment programs for all elementary students. Further information on WSA may be obtained from the LSPA.

Winchester Special Education Parent Advisory Committee

This is a town-wide committee to advise the school committee and school department in the area of special education and to facilitate communication within the community regarding special education. It also provides parents of children with special needs an opportunity to meet one another. Meetings are open to the public and are announced in school newsletters, the local paper and on community cable television.

Lincoln School Staff

PRINCIPAL	Kate Scanlon	
KINDERGARTEN	Elizabeth McEleney	Room 102
	Eileen Swartz	Room 103
	Erin McCue	Room 010
	Aideen Hunt	Room 001
GRADE ONE	Cathi Flaherty	Room 217
	Christine Wolfe	Room 110
	Kathy Kennedy	Room 022
	Jennifer Sampson	Room 210
MULTI-AGE GRADE, ONE/TWO	Mary Jo Curley	Room 205
	Paul De Benedictis	Room 215
GRADE TWO	Meg Bowman	Room 211
	Penny Haggerty	Room 203
GRADE THREE	Mary Hollis-Pfeiffer	Room 302
	Tracy Fitch	Room 202
	Joyce Linehan	Room 216
GRADE FOUR	Megan Barford	Room 303
	Ella Adams	Room 316
	Julie McElaney	Room 311
	Tricia Wallace	Room 310
GRADE FIVE	Steve Frazee	Room 315
	Bethany Gordon	Room 305
	Wayne Haugh	Room 317
ART	Susan Costello	
MUSIC	Michelle Garciano	
P. E.	Andrea Cogan	
LIBRARY/MEDIA SPECIALIST	Lee Anne Toner	
INSTRUCTIONAL AIDES	Ellen Toms	
	Maureen Mitropoulos	
	Anita Fisher	
INSTRUCTIONAL SUPPORT	Mary Doherty	
	MaryJane Millerick	
	Joanne Baldini	
	Deborah Green	
READING SPECIALISTS	Jeri Katz and Stascia Pollock	
	Barbara Tully	
RESOURCE ROOM	Kim Wilson	
	Karen Mandeville	
SPEECH/LANGUAGE	Pamela Bishop	
	Vanda Sodre	
SCHOOL PSYCHOLOGIST	Lauren Garneau	
NURSE	Lynn Vozzella, R. N.	
SECRETARY	Joyce Hart	
CUSTODIANS	Pascal Dangerville, Head	
	Rick Lombardo	
	Bob Fraser	
LUNCH ROOM SUPERVISOR	Rose Novak, Head	

Lincoln School Council

Under the Education Reform Act of 1993, all schools in the Commonwealth must have school councils. The school council at Lincoln is a nine-member board with the principal as co-chair. There are also four parent representatives, three teacher representatives, and one community representative. The council is charged with assessing the educational needs and goals of Lincoln School, reviewing the school budget and developing a school improvement plan. The council serves as an advisory board to the building principal. Elements of the Lincoln School Improvement Plan include the following core values:

- Childhood is valued.
- Every individual within the school community is respected and safe.
- Home and school share responsibility in raising exemplary citizens.
- Teaching and learning engages and inspires.

Elections will be held in the Fall for open terms for the 2009-10 School Council.

Lincoln School Parents' Association (LSPA)

All parents and guardians of Lincoln School students are automatically members of the LSPA. As such, all are invited to help the LSPA provide funding for, among other things, student enrichment activities, the school newsletter, staff gifts, and school improvements. The LSPA sponsors social and enrichment activities to enhance the community spirit and the academic life of Lincoln School.

In recent years, rather than hosting more traditional means of fund-raising (wrapping paper sales, candy sales, etc. where a large percent of money spent goes to the company providing the products) the association membership has voted to have a "direct appeal" that asks each family to make a direct dollar contribution to the LSPA to provide the funds for our \$28k+ budget. In this way, 100% of our contribution benefits our school.

The LSPA is a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code. As a result, contributions are tax deductible. In addition, many employers will match donations made to tax exempt organizations. Please contact your employer's human resources department to determine if a matching program is available. Matching contribution forms obtained from your employer should be submitted with your donation.

Some sense of the broad range of LSPA's activities can be obtained by reviewing the list of Board positions below. Specific activities are publicized in a timely fashion in our parent newsletter, "The Lincletter" as well as our on-line version "The LincTronic", available at <http://www.lincolnspace.org>.

Volunteers are always needed and newcomers are always welcome. Please join us at any LSPA meeting, or to volunteer, please call the chairperson of the activity that interests you, or the volunteer recruitment chairperson.

2009-2010 Board and Committee Members

Co-Presidents	Linda McDonough	781-729-4070	lindamcdonough@yahoo.com
	Bridget Stump	781-729-0722	bridget.stump@gmail.com
Vice President	Kate Carpini	781-729-1117	kate.carpini@comcast.net
Secretary	Cheryl Shepard	781-729-9337	calshepard@hotmail.com
Treasurer	Susan Fagerstrom	781-721-0612	smf30@comcast.net
Asst. Treasurer	Jen Pagan	781-721-0157	jennypagan@yahoo.com
Build/Grounds	Andy Shepard	781-729-9337	andrew.shepard@stoneridge.com
	Joe Bartlett	781-729-2281	bartlettwsjk@gmail.com
Enrichment/CSA	Laura Krotky	781-721-9222	lkrotky@comcast.net
	Donna Toelke	781-721-6135	richard.toelke@verizon.net
Events	Shauneen Donlon	781-504-1291	shauneendonlon@yahoo.com
	Pam Balfanz	781-729-0896	pbalfanz@verizon.net
Field Day	Emily Ehl	781-721-6440	e.ehl@verizon.net
	Jill Abrahamson	781-721-0316	jabrahamsen@mac.com
Gifts	Lisa Neyman	781-729-4899	l.neyman@comcast.net
Grade 5 Comm.	Lori Scully	781-729-2513	wisscully@comcast.net
	Lynn Phillips	781-721-2981	lkphillips@comcast.net
Handbook	Susan Kiewra	781-368-9083	susan.kiewra@verizon.net
Jr. Great Books	Jen Degnan	781-721-5549	jldegan@msn.com
	Deirdre Giblin	781-721-1180	deirdregiblin@comcast.net
Library	Jen Trevett	781-729-4088	jtrevett@comcast.net
	Anita Colassante	781-775-6500	anitacola@yahoo.com
Mentor	Alison Bayiates	781-369-1478	alanart@verizon.net
	Kristen Elias	781-218-2828	kristen.elias@comcast.net
Newsletter	Aylin Flanagan	781-369-1934	aylinflanagan@yahoo.com
	Ann Olmsted	781-729-2536	ann.olmsted@comcast.net
Electronic Corresp.	Laura Steenburgh	781-721-4428	lsteenburgh@gmail.com
Volunteer Recruit.	Kate Carpini	781-729-1117	katecarpini@comcast.net
Parent to Parent	Jeanette Kolodziej	781-721-6416	jkolodziej@comcast.net
Publicity	Andrew Chesterton	781-721-6717	chestera@chesteron.com
Publishing Ctr.	Karina Nolasco	781-721-2816	karinanolasco@comcast.net
	Heidi Keller	781-368-1076	heidikeller@me.com

Room Parent	Jayne Micciche	781-729-7289	jmicciche@verizon.net
	Kim Khachadourian	781-729-0637	khach22@verizon.net
School Pictures	Heidi Keller	781-368-1076	heidikeller@me.com
Social	Kerry Campbell	781-721-2560	kerrycampbell@excite.com
	Jenny Rappole	781-729-2539	jennifer.rappole@verizon.net
Special Needs	Suzanne Masiello	781-729-8829	themasiellos@verizon.net
Technology	Jen Degnan	781-721-5549	jdegnan@msn.com
	Chuck Pickelhaupt	781-729-2675	cpickelhaupt@yahoo.com
Recycling Chair	Josh Dobbelaar	781-369-1319	jdobbelaar@yahoo.com
Ways & Means	Stephanie Morrison	781-729-9661	swmorrison@verizon.net
	Donna Salvatore	781-369-1678	donnasalvatore@comcast.net
Boxtops	Diane Odonnell	781-729-3183	dodonnell2@comcast.net
Spirit Wear	Susan Grimes McPhee	781-721-2445	sgmcphee@me.com
WSAC	Emily Ehl	781-721-6440	e.ehl@verizon.net
	Jenny Splaine	781-729-7999	jennysplaine@comcast.net

2009-2010 Lincoln School and LSPA Calendar
(dates subject to change)

<u>September</u>	1		First Day of School
	1,2	8:30 am - 9:30 am	Welcome Back Coffee
	4-7	No School	Labor Day holiday
	10	8:45 am - 9:15 am	New Parent Orientation
	10	9:15 am	LSPA Meeting
	17	5:00 pm - 7:30 pm	Welcome Back Dinner
	17		School Pictures Taken
<u>October</u>	1		Curriculum Night
	8	8:30 am	LSPA Meeting
	21-23 rd	11:30am	Early Release Conferences
<u>November</u>	12	8:30 am	LSPA Meeting
	16-20 th		Book Fair
<u>January</u>	14	8:30 am	LSPA Meeting
	23	8:45 am - 11:00 am	Pancake Breakfast
	27		Grade Five Skating Party
<u>February</u>	11	8:30 am	LSPA Meeting
<u>March</u>	10-12 th	1130am	Early Release- Conferences
	18	8:30 am	LSPA Meeting
<u>April</u>	8	8:45 am - 9:15 am	LSPA Volunteer Recruitment
			Open House
	8	9:15 am	LSPA Meeting
	13		Mentor Night
	15		CSA Authorfest
<u>May</u>	3	12:00 pm	Teacher Appreciation Lunch
	13	8:30 am	LSPA Meeting
	21		May Day Celebration
<u>June</u>	4		Field Day
	10	8:30am	Final LSPA Meeting
	14	6:45 pm	Grade Five Moving On
	16		Last Day of School

MCAS Dates March 30-April 9 and May 11-28

Voted 3/3/09

AUGUST 2009 (0 Days)						
S	M	T	W	R	F	S
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2009 (19 Days)						
S	M	T	W	R	F	S
		ERE	ERE	3	NSAL	5
6	NSAL	8	9	10	11	12
13	14	15	16	17	18	19
20	PDNS	22	23	24	25	26
27	28	29	30			

OCTOBER 2009 (21 Days)						
S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	NSAL	13	14	15	16	17
18	19	20	ERK-8	ERK-8	ERK-8	24
25	26	27	28	29	30	31

NOVEMBER 2009 (18 Days)						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	NSAL	12	13	14
15	16	17	18	19	20	21
22	23	24	ERAL	NSAL	NSAL	28
29	30					

DECEMBER 2009 (17 Days)						
S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	ERAL	11	12
13	14	15	16	17	18	19
20	21	22	23	V	V	26
27	V	V	V	V		

JANUARY 2010 (19 Days)						
S	M	T	W	R	F	S
					V	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	NSAL	19	20	21	22	23
24	25	26	ERAL	28	29	30
31						

Winchester Public Schools
2009-2010
School Calendar
 August 26 & 27 – New Staff Orientation
 August 31 – Teachers Return
 September 1 – Students First Day of School
 June 16 – 180th Day for Students if
 No Snow Days
 June 17 – 183rd Day for Teachers if
 No Snow Days

September 1st First Day of School for
Students
 Grades 1-5: (ERE September 1 & 2)
 Grades 6 & 9: 7:45 a.m.–10:40 a.m.
 Grades 7, 8, 10, 11 & 12: 11:30 a.m.–2:15 p.m.
 Kindergarten: On Individual Schedule

Dates To Remember	
Aug. 21 - Sept. 19	Ramadan
September 7	Labor Day
September 19	Rosh Hashanah
September 20	Rosh Hashanah
September 28	Yom Kippur
October 12	Columbus Day
November 11	Veterans Day
November 25 (1/2 day)	Thanksgiving
November 26, 27	Thanksgiving
December 12	Chanukah
December 24 – January 1	Holiday Break
January 18	M.L. King Day
February 15 – February 19	Winter Break
March 30 - April 1	Passover
April 2	Good Friday
April 19 – April 23	Spring Break
May 31	Memorial Day
June 6	HS Graduation

Professional Development	
September 21	Professional Day - No School
December 10	Early Release – All Levels
January 27	Early Release – All Levels
March 25	Early Release – All Levels
May 3	Early Release – All Levels

Conferences Grades K-8
 Early Release – October 21, 22, 23
 Early Release – March 10, 11, 12

HS & MS Quarters & Report Card Distribution
 September 1 – October 30 40 days
 November 2 - January 15 45 days
 January 19 – March 26 44 days
 March 29 - June 16 51 days
 Middle & Secondary: 10 days after each quarter ends & mailed after the last week of school.

Elementary Trimesters & Report Card Dist.
 Elementary: 12/4, 3/5 & last day of school

School Hours
Lincoln, Muraco, Vinson-Owen
 Grades 1-5: 8:30 a.m.–2:35 p.m.
 Kindergarten: 8:30 a.m.–12:15 p.m.
Ambrose & Lynch
 Grades 1-5: 8:45 a.m.–2:50 p.m.
 Kindergarten: 8:45 a.m.–12:30 p.m.
McCall & High School: 7:45 a.m.–2:15 p.m.

Early Release Dismissal Times
 Lincoln, Muraco, Vinson Owen 11:30 a.m.
 Ambrose, Lynch 11:45 a.m.
 McCall & High School 11:10 a.m.


FEBRUARY 2010 (15 Days)						
S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	V	V	V	V	V	20
21	22	23	24	25	26	27
28						

MARCH 2010 (23 Days)						
S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	ERK-8	ERK-8	ERK-8	13
14	15	16	17	18	19	20
21	22	23	24	ERAL	26	27
28	29	30	31			

APRIL 2010 (16 Days)						
S	M	T	W	R	F	S
				1	NSAL	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	V	V	V	V	V	24
25	26	27	28	29	30	

MAY 2010 (20 Days)						
S	M	T	W	R	F	S
						1
2	ERAL	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	NSAL					

JUNE 2010 (12 Days)						
S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	ERE			19
20				24	25	26
27	28	29	30			

KEY GUIDE
 ERAL: Early Release–All Levels
 ERE: Early Release–Elementary Only
 ERK-8: Early Release–Grades K-8
 PDNS: Professional Day–No School
 NSAL: No School All Levels
 V: Vacation
 Snow Days 

Lincoln Elementary School
Code of Behavior and Respect

**As members of the community of Lincoln School,
We agree to:
Respect Ourselves by:**

- ◆ Trying our hardest to do our best
- ◆ Using kind words
- ◆ Telling the truth and being fair
- ◆ Playing and acting safely

Respect Others by:

- ◆ Treating others like we want to be treated
- ◆ Accepting everyone
- ◆ Being polite, taking turns, and listening to others
- ◆ Following lunchroom and playground rules
- ◆ Obeying teachers and all other supervisors
- ◆ Making sure that games and activities are open to everyone

Respect Property by:

- ◆ Keeping Lincoln clean and litter free

Code of Behavior and Respect Understanding

As a member of the community of Lincoln School, I understand the Code of Behavior and Respect. I realize that if I violate the code, then there will be certain consequences to those actions. The accepted consequences include:

- ◆ Being corrected by a teacher or supervisor
- ◆ Receiving a "timeout"
- ◆ Losing recess or another activity
- ◆ Having my parent(s) contacted
- ◆ Apologizing to the person(s) who have been affected by my actions
- ◆ Having my parents contacted and/or their being asked to come in to meet with the principal and me
- ◆ Making restitution for any property or material I have caused to be damaged
- ◆ Losing special privileges like attendance at field trips, school programs or assemblies
- ◆ Spending free time helping to clean our school or performing other school services
- ◆ Suspension from school

These consequences will be administered to meet the frequency and severity of the action(s). They would generally follow the sequence in which they are listed unless there were extenuating circumstances. Communication with parents does not usually occur for minor first infractions. Bringing

a weapon (knife, etc.) to school, fighting or intentionally hurting another student or adult may result in immediate suspension.

Order of the Day

Lincoln School Hours

Grades 1-5	8:30 AM to 2:35 PM
Kindergarten	8:30 AM to 12:15 PM
Early Release Days	8:30 AM to 11:30 AM (all students)

Drop-Off and Parking

Parking at Lincoln is an extremely limited commodity. It is imperative for the safety of our students that all of the adults in our community cooperate in observing all parking regulations especially at dismissal.

Drop-off areas will be designated on both Washington and Main Streets. When dropping students off, please do not get out of the car yourself and please be mindful not to double park. This causes traffic to back up behind you.

Parking on Mystic Valley Parkway is designated as fifteen-minute parking. Please park there if you are walking your child in. There is no parking or stopping permitted in the designated School Bus Stop area on Main Street. Likewise, the area outside the Washington Street entrance is designated for handicapped parking and delivery drop off parking only. Please do not park in those spots.

Arrival at School

Supervision of students does not begin until 8:15 a.m. Students should not arrive at school prior to 8:15 a.m. We have Before School Monitors who are assigned from 8:15 - 8:30 a.m. to supervise arriving students.

Kindergarten through second grade students arrive at the Main Street side of the building. Kindergarten students meet in the Main Street lobby. First and second grade (including multi-age) students line up by class, outside the lobby doors in good weather, and inside the lobby in inclement weather.

Grades three through five students will meet each morning in our dining hall. They should enter the door at the bottom of the Washington Street ramp and proceed directly into the Dining Hall. They are not allowed up to their classrooms first.

The school bus arrives at and departs from the bus stop right below the Main Street entrance.

At 8:30 a.m., after students have arrived, all exterior doors will be locked and the only entrance will be through the main door near the offices on Mystic Valley Parkway. If your child will arrive late or will be absent please call the school (781-721-7017) and leave a message as we need to account for every child every morning. Tardy students should check in at the school office accompanied by a parent or guardian.

Dismissal from School

Kindergarten and bus students will be dismissed out of the Main Street entrance. All other students will be dismissed out of the Washington Street and Mystic Valley Pkwy entrances.

Procedures

Visitors / Volunteers Sign-In

Please do not go directly to your child's classroom without checking in at the office.

We have registers for volunteers and visitors to sign any time they visit our school, even after students have been dismissed. All volunteers and visitors must sign in and sign out. Also please wear a volunteer/visitor label, which is available at the register located in the school office.

All volunteers serve at the discretion of the school faculty and staff and are subject to the Winchester Public School Volunteer Policy that is distributed in the Fall and is available for parent and community viewing in the Principal's office.

School Bus Information

Bus transportation is provided on a fee basis by the Winchester Public Schools. Information is available by contacting the Administration Center at 721-7001.

Expectations for student behavior while riding the bus are the same as we hold throughout the day at Lincoln. Failure to comply with standards of behavior may result in suspension or revocation of bus privileges.

Lunch / Milk tickets

Lunch is available daily for our first through fifth graders in the cafeteria. Menus are published monthly. Hot and cold offerings are available on a daily basis. Milk or water is available for kindergarten snack.

In order to purchase lunch, lunch tickets must be presented to the lunchroom supervisor. They cannot accept cash or checks at that time. Lunch and milk tickets are sold in strips of five. They can be purchased on Monday and Tuesday mornings from 8:15 a.m. to 8:30 a.m. in the school cafeteria. A strip of 5 lunch tickets costs \$15.00 and a strip of 5 milk tickets (for those students who only want to purchase milk) costs \$3.00. A strip of 5 water tickets may also be purchased for \$2.50. Note that milk is included in the lunch ticket.

Free and reduced lunch tickets are available for families who qualify for them. Information can be received through the school office.

Snow / Weather

In cases of inclement weather, school closings or delayed openings will be announced on Boston area radio and television stations including WRKO, WROR, WHOH, WEEI, WEZE, WBZ and WBUR, as well as Winchester Cable TV between 6:30 a.m. and 7:30 a.m. ***Please do not call the police or fire department for this information.***

Emergency Dismissal

In the event of an emergency in which we are able to dismiss from Lincoln, the following procedure will be implemented: Home cell and emergency contact numbers will receive a message with pertinent information. We will also utilize our website and email distribution list to reiterate the message and for updates. Upon approval of the Superintendent, the principal's office will call the room parent chairpersons who will activate the parent phone chain so that all families will be notified. When the telephone chain is completed, calls will be made back up the chain from room parents to the principal. In this way the principal will know that all attempts have been made to reach every child's parents or the person(s) the parent designated as emergency contacts on a form completed by all parents at the beginning of the school year and returned to the school office.

If we need to leave Lincoln for any reason, we will be housed in the McCall Middle School for emergency dismissal.

Forgotten Items

Any forgotten items should be left with the main office to be delivered to the students by office personnel. Please do not deliver these items to the classroom yourself. Please label any such items with the student's name and classroom to facilitate their delivery.

Lost and Found

Please label all outdoor clothing, lunch boxes, etc. with last names with permanent marker. All lost and found items are placed in bins in the dining hall. Please note unclaimed items are donated to charity at the end of each month. Please check the area often.

Policies

Student Placement

Balanced classes and effective instructional grouping require that final decisions about student placement be made by the professional staff at Lincoln School. In making these decisions, we attempt to balance classes by gender, academic ability, social, emotional and behavioral strengths and weaknesses. Our goal is to ensure that each class contains a planned heterogeneity that assures productive student interaction and attention to individual needs.

Homework

At Lincoln School homework is valued as a natural extension of the learning process that can link home and school. Homework serves to reinforce skills, develop independent work habits, encourage responsibility, and enrich curriculum. Homework activities can entail family reading, independent reading, spelling, math exercises, projects, research, occasional completion of school work, current events, etc. In September of each year specific grade level guidelines will be issued.

Absentee Policy

When your child will be late or absent from school, please call the school to report the absence. The secretary will call the parent/guardian of any child who is absent from school, but whose absence has not been reported. This policy has been designed to ensure the safety of all children.

Dress Policy

Hats are not to be worn inside the school building. Shirts or other articles of clothing that depict messages related to alcohol, drugs, tobacco or other inappropriate language or subjects should not be worn. As a school community we feel these kinds of messages are not in the best interests of the students and that they can be disruptive to the learning process. Students should be careful not to wear footwear that could in anyway impair safety.

Student Conduct

Lincoln School holds core values, which include: a safe and healthy environment that is conducive to learning and building community, while respecting others and ourselves. Specific aspects of our core values are discussed in more detail in our detailed School Philosophy, Code of Behavior and Respect, and Computer and Internet Rules.

It should be noted that there are regulations in place created by the Winchester School Committee that prohibit fighting, violent behavior or weapons of any kind in school. Suspension from school is a consequence of any of these behaviors.

Please review with your child(ren) that threats of any kind to another person will not be tolerated at Lincoln and suspension is a potential consequence.

Home / School Communication

Effective communication between school and home is an integral part of student success. You are encouraged to make an appointment at any time to discuss your child's performance and progress with her/his teacher(s). Please be aware that unscheduled attempts to confer with teachers as they escort students into school or as they are starting the school day with children can be very disruptive to the class as a whole.

Report cards are issued to students in Grades 1-5 three times a year. Parent-teacher conferences are scheduled in the Fall and in the Spring. Kindergarten students are issued Developmental Progress Profiles, and individual conferences are scheduled.

The results of the state-wide MCAS tests administered last Spring will be reported in the Fall.

Curriculum evenings are held in the Fall to provide parents an opportunity to meet their child's teacher and to hear information about class, grade and school programs for the year.

Classroom Visits

Because classroom visits during the school day are potentially disruptive to the educational process and environment, and because they offer a visitor little more than a "snapshot" view of school operations, we do not encourage them as a way of getting to know Lincoln School.

Computer and Internet Use

Use of the Internet at Lincoln is subject to the Winchester Public Schools Acceptable Use Policy. All students using the Internet are required to sign an acknowledgement of rules governing their activities including restrictions on sites accessed and respect of others' documents as well as a prohibition on giving out personal information. The full policy is distributed at the beginning of the school year and is available in computer labs and in the school's office for parent and community viewing.

Harassment

The Winchester Public Schools are committed to providing faculty, staff and students an environment that allows them to pursue their careers and studies in physical and emotional safety. Therefore, schools and offices must be free of any type of harassment or physical threat to well-being. All persons associated with the school system, including, but not limited to, the school committee, the administration, faculty, staff and students are expected to conduct themselves at all times so as to provide an atmosphere free from harassment. These same individuals are strongly encouraged not to tolerate, even by silence, any violation of this policy by others. The full policy is available for viewing in the school office.

Custodial Parents

As of 1998, the Commonwealth of Massachusetts law (General Laws, Chapter 71, Section 34-H) specifies detailed procedures that govern access to student records by parents who do not have physical custody of their children. The full policy is available for viewing in the school office.

Telephone Use and Cell Phones

Because the school office is very busy before and after school, students are only allowed to use the phone to call parents for school-related business or in the event of a missed ride, etc. Please note that students should not expect to use the school phone to arrange after school plans.

Cell Phones

Use of cell phones and other electronic devices by students during the school day is prohibited and students are discouraged from bringing them to school. If parents want their children to have cell phones in school, the phones need to be turned off and kept in backpacks. Lincoln School is not responsible for cell phones or other electronic devices that are misplaced, stolen or damaged on school property.

Party Invitations

Invitations to outside parties should not be distributed to students in school. Please remind your children to be sensitive about discussing outside parties that might exclude classmates.

Dogs

Dogs are not allowed on school property.

School Vacations

Scheduled school vacations occur in December, February and April. Parents are requested not to take family vacations during school days. Requests for advance work from classroom teachers for vacations during school days will not be honored. Students are responsible for making up missed work upon their return to school. Grades 3, 4, and 5 families are reminded to be aware of MCAS testing dates in the Spring.

Parents are also requested to avoid scheduling appointments (medical, etc.) for students during the school day

Programs

Lincoln School Library

This year the library program will be implemented four days a week by a library media specialist. Parent volunteers will still provide support for circulation. More information will be forthcoming in the Fall.

It is a long-standing policy that children must return their "checked-out" books before they are allowed to take out more. In order to maintain our library collection, it is expected that children and their parents will be responsible for the replacement cost of lost and damaged books.

In addition to students and teachers using the library for its books and resources, it is also used for special programs and events during the school year.

Music Programs

All grades participate in an evening (dress up) Music Program during the school year.

Instrument lessons are offered for a fee. Instrument rental costs also are paid by the family. Scholarships are available through the Winchester Music Department. For more information, please contact John McCann (781)-721-7020. When possible, lessons occur before school -- some do take 45 minutes from class time. These lessons are offered as follows:

- String instrument lessons offered beginning in Grade 3-- Violin/Viola/Cello
- Woodwind lessons offered beginning in Grade 4 -- Flute, Clarinet, Saxophone
- Brass lessons offered beginning in Grade 4 -- Trumpet, Trombone, Baritone

Publishing Center

At Lincoln's Publishing Center, parent volunteers dress up the children's work by "publishing" it. Many styles of books and pamphlets are created from student work, giving the child a sense of accomplishment and pride. Parents are invited to volunteer for this fulfilling job, and share in their children's work. Call the chairperson to volunteer.

Some Typical Additional Lincoln Activities

- Junior Great Books—a program which explores literature through interpretive questioning (Kindergarten meets during class time, all other classes meet during lunch period)
- Field Day
- Authorfest—a celebration of writing that highlights several authors who visit the elementary schools, share insights about their craft and culminates with a town-wide reception
- READ Across America Day
- May Day—an outdoor festival of student singing, dancing, art, and writing
- Mentor programs for Grades 4 & 5
- Pancake Breakfast run by Fifth Grade Committee to raise funds for the end-of-year "moving-on" activities
- Ice Cream Social—held during our annual Book Fair as a fund raiser for 5th grade committee and library
- Memorial Day program

After School Care

Regular after-school care is provided for a fee by Kids' Corner, which is operated by Winchester Child Care, Inc. and held at the Winchester High School. School bus service is available. Afternoon programs on early release days are offered for a fee by the Winchester Recreation Department. The Rec Department can be reached at 721-7125.

After School Activities

Public and private groups offer a wealth of after-school activities for children of elementary school age. Winchester has Girl Scouts, Boy Scouts, music lessons (at the Winchester Community Music School, or available from private teachers), dance, theater production, organized sports programs, and mini-programs of an academic, craft or enrichment nature. The Winchester Recreation Department offers many programs throughout the school year and summer months, and publishes periodic brochures listing the offerings. Lincoln staff members and the LSPA have presented a variety of after-school or lunchtime activities, such as intramurals, After School Adventures, Junior Great Books and Literary Luncheons. These offerings vary from year to year. Good sources of information about all these activities are: the weekly Lincoln School newsletter (Lincletter), the Winchester Star, the Woburn Times-Chronicle, the Winchester Recreation Department brochures, and the Winchester telephone directory. The town web site also has many listings and links to community organizations at www.winchestermass.org.

Recess Rules

Students must show respect to all staff members and each other at all times. This includes listening and talking politely, and complying with requests. Students will be encouraged to use Open Circle skills to resolve minor conflicts with peers and to determine when they should report an incident to an adult. No one should feel threatened, excluded or put down in school or at recess.

Students must walk on the structure, in the area of the structure and on all cement areas. Running is only allowed on the field. Shoes with closed fronts and backs must be worn for active play.

Physical contact is limited to the rules of acceptable games. All players should be in control of their bodies at all times.

There is no hitting, grabbing, swinging, restraining or pushing.

All students are welcome to play in any game as long as they follow the rules.

Outside structures and equipment are to be used properly.

Student not playing fairly or safely will be given a warning and /or a time out during recess. If a student continues to disregard the policies, the parents will be notified and the student will lose multiple privileges. Extreme aggressive, dangerous or threatening behavior may result in a suspension.

Cafeteria Behavior

Our cafeteria should be a place where all children can enjoy eating their lunch. This will only happen if everyone demonstrates good table manners and consideration of others. In order to have this happen, students will:

- ~stay at assigned tables and/or assigned seats.
- ~sit and face the table.
- ~throw away trash after they are completely finished eating.
- ~not share their food or touch other children's food in compliance with our LTA policy
- ~talk quietly to people near them.
- ~use restrooms with permission from an adult.

School Committee Policy on Civil Rights: Winchester School Committee policy prohibits violation of other students' civil rights, fighting, violent behavior, or possession of a dangerous weapon or controlled substance on school premises, school buses and at school sponsored events. These violations are punishable by suspension or expulsion from school.

The Individuals with Disabilities Education Act (IDEA) and its implementing regulations provide eligible students with certain procedural rights and protections in the context of student discipline. A brief overview of these rights is provided below. In general, students may be excluded from their programs, just as any other student can be, for up to ten school days per year. However, when a student is excluded from his/her program for more than ten school days in the school year, school staff may be required to provide alternative educational services for the student. In addition, in many

instances, the student's Team must convene to determine whether the student's behavior was a direct result of his/her disability (a "manifestation determination"). If the Team determines the behavior was not a direct result of the student's disability, the school may discipline the student according to the school's code of student conduct, except that the district must continue to provide the student with educational services during the period of suspension or expulsion. However, if the Team determines that the behavior was a direct result of the disability, the student may not be excluded from the current educational placement (except in the case of weapons, drugs, or serious bodily injury) until the Team develops and the parent(s)/guardian(s) consent(s) to a new Individualized Education Program. The Team also must conduct a functional behavioral assessment and develop or revise a behavioral plan for the student. In the event a student possesses, uses, sells or solicits a controlled substance or possesses a weapon, or seriously injures an individual at school or a school function, a school may place a student in an interim alternative education setting for up to 45 days. Hearing officers may also order the placement of a student in an appropriate interim setting for up to 45 days upon determination that the current placement is substantially likely to result in injury to the student or others. When a parent(s)/guardian(s) disagrees with the Team's decision on the "manifestation determination" or with a decision regarding placement, the parent(s)/guardian(s) has a right to request an expedited due process hearing from the Bureau of Special Education Appeals. Similar procedures apply to students with accommodation plans under Section 504 of the Rehabilitation Act of 1973. Additional information regarding the procedural protections for students eligible for services under laws providing for services for students with disabilities can be obtained from Dr. Linda Stapp, Director of Pupil Services at 781 721-7005.

Discipline of Students Not Yet Determined Eligible for Special Education :

The IDEA protections summarized above also apply to students who have not yet been found eligible for IEPs if the school district is deemed to have knowledge that the students were eligible for IEPs before the conduct that precipitated the disciplinary action occurred. The IDEA provides that a school district is "deemed to have knowledge" if: (1) the child's parent had expressed concern in writing to district supervisory or administrative personnel or the child's teacher that the child needs special education and related services; (2) the child's parent had requested an evaluation of the child to determine eligibility for special education services; or (3) the teacher of the child or other school district personnel had expressed specific concerns about a pattern of behavior by the child directly to the district's director of special education or to other supervisory personnel. However, a school district is not "deemed to have knowledge" if the district evaluated the student and determined that the child was not eligible for special education services or the child's parent refused an evaluation of the child or IDEA services. If the school district has no knowledge that a student is an eligible student under the IDEA before taking disciplinary measures against the student, the student may be disciplined just as any other student may be. If, however, a request is made for an evaluation to determine eligibility while the student is subject to disciplinary measures, the district must conduct the evaluation in an expedited manner. Pending the results of the evaluation, the student must remain in the educational placement determined by school authorities, which may include suspension or expulsion without services. If the student is determined eligible for an IEP as a result of the evaluation, the school district must provide the student with special education and related services in accordance with the IDEA. Additional information regarding the procedural protections for special education students can be obtained from Missy Kaplon, (Ambrose/Lincoln) at 781 721-2474 or Kristine Lacey (Lynch, Muraco, Vinson-Owen) 781 721-7013

Computer and Internet Rules

Student Privileges

Students may use the Internet to

- locate material to meet educational needs.
- participate in distance learning activities.
- ask questions of and consult with experts.
- Communicate with other students and individuals for educational purposes.

All students at the elementary school will use the Internet under the direct supervision of the teacher.

Student Responsibilities

Students will

- Treat the people you "meet" on the Internet with respect.
- Treat computers responsibly.
- Act as a representative of the school by showing responsibility.
- Tell a teacher or another adult if any inappropriate sites are accessed by accident.
- Follow all of the instructions given and stay only in the areas the teacher suggests.
- Actively use the information found on the Internet in learning (projects, reports, and discussions).
- Respect documents of classmates --- no reading, deleting, copying or modifying of classmates' files.
- Never give out personal information online (addresses, phone numbers, pictures, etc.) or arrange personal meetings with anyone met online.

Students are advised that e-mail and/or Internet correspondence is not privileged or confidential and that there are consequences for choosing not to follow the Internet rules.

Student's Signature: _____

Parent's Signature: _____ Date: _____

These rules are set forth from the Acceptable Use Policy adopted by the school committee on March 1999 for the Winchester Public Schools. A detailed Acceptable Use Policy will be placed in computer labs and the principal's office at each school for parent or community viewing.

Health Policies

Health Entry Requirements

Immunizations: All immunizations must meet Massachusetts's minimum requirements and must be certified in writing by a licensed physician. The Commonwealth's School Immunization Law, Chapter 76, requires the following immunizations of all children entering kindergarten:

- DPT (Diphtheria, Pertussis, Tetanus) - 5 or more doses.
- DT - Booster every 10 years.
- Oral Polio - 4 or more doses.
- MMR (Measles, Mumps, Rubella) - 2 doses.
- Varicella vaccine or medical documentation of Chicken Pox for all students entering kindergarten.
- Hepatitis B vaccine series is required for all children.
- Exemption is possible for medical or religious reasons. See the school nurse for more information.

Mandated Preschool Vision Screening: All students entering kindergarten in 2008, or after, are now required to have new stereopsis vision screening by the child's physician.

Lead Screening: Required for all students entering kindergarten.

Physical Examinations: All students entering as new students (including transfer and kindergarten) must have written proof of a physical exam by their private physician.

Fifth Grade Physical Examinations: The Massachusetts Department of Public Health, School Health Unit, now requires all 5th grade students to have a complete physical exam before they transition to McCall. An examination completed between June 1, 2008 and June 1, 2009 will be accepted. Please forward the required documentation to me in September if your child had an exam during the summer and throughout the school year as the exams are completed.

Health History: A health update form is sent home at the beginning of each school year to students in grades K-5. Parents are required to complete these forms to enable the school to keep health records current.

Health Services

Routine Nursing Services: The health room at Lincoln has a nurse on duty during school hours.

Serious Emergencies: The school nurse will take primary responsibility. If the school nurse is not in the building, the principal (or teacher in charge) will assume primary responsibility. First aid will be applied and, if necessary, the child will be transferred by ambulance to Winchester Hospital. Every effort will be made to contact the parents and nurse. The parent may be asked to call the hospital emergency room to give permission for treatment.

Illness Related Absence Policy:

Parents are encouraged not to send their child to school if they appear ill. A child should remain at home for his or her own welfare and for the protection of other students. A child should remain home if he or she has any of the following:

- A severe cold
- Persistent cough
- Sore throat or swollen glands accompanied by a fever
- An undiagnosed rash or skin eruptions
- Earache
- Red eyes or drainage from the eyes
- Vomiting or diarrhea within the past 24 hours
- A fever during the past 24 hours

If a child becomes ill at school, parents will be notified and will be expected to provide transportation for their sick child. Children will not be allowed to leave school alone and should be picked up from the school office.

Emergency information: Parents should insure that the school office has current emergency information. This information should include:

- Home and work telephone numbers for parents/guardians;
- Other responsible adults to contact in parent/guardian's absence; (Please fill in every appropriate space for this on your emergency card. Often the one individual a parent may feel is "always" available, is not reachable the one time your child needs them.)
- Physicians and their telephone numbers.

This information must be updated yearly.

Medication: The school nurse may dispense medication when a child's medication schedule cannot be altered. Any medication, including non-prescription drugs, must be left by the parent at the school office with a completed medication form, which includes the following information:

- Name of medicine;
- Doctor's name;
- Directions for use, including duration of treatment.

Screening: The following health screenings are routinely administered to all students. Questionable cases will be rescreened, and parents will be notified if necessary.

- Vision administered annually for grades K-5;
- Hearing administered annually for grades K-3;
- Postural screening administered annually, grade 5 only;
- Heights and weights measured annually for grades K-5;
- Pediculosis (head lice) checks administered semi-annually or as necessary.

Communicable Diseases: These are the guidelines when a child with a communicable disease may return to school:

Chicken Pox: Isolation from school for one week following appearance or eruption. Readmission requires a signed statement from the parent giving diagnosis and date of onset of eruption. If the child has been immunized against chickenpox and develops "breakthrough chickenpox" (Vaccine-modified varicella syndrome, VMVS), the symptoms are less severe.

Rashes: Undiagnosed rashes are considered contagious and children cannot remain in school until diagnosis has been made.

Strep Throat (including Scarlet Fever): Children may return to school after being on adequate specific treatment for 24 hours and after having been without fever for 24 hours.

Pediculosis (Head Lice):

- When an elementary grade student is found to have head lice, they will be referred to the parent or guardian for appropriate treatment.
- The student may return to school after adequate treatment in consultation with the school nurse.
- The school nurse may exclude a student from school until the treatment is deemed satisfactory for re-entry.
- When a case is identified, the school nurse will check their classmates.
- If there are two or more identified cases in one classroom, the school nurse will send notification to the parents/guardians of the class. Confidentiality will be maintained at all times.

AIDS/ HIV infection: The Winchester School Department is in compliance with the guidelines recommended by the Massachusetts Department of Public Health for students with AIDS (Acquired Immunodeficiency Syndrome) or HIV (Human Immunodeficiency Virus). These guidelines are available in each school's health handbook.

Tobacco Policy: The Winchester School Committee has adopted a policy prohibiting the use of tobacco products within school buildings, school facilities, school grounds and school buses by any individual including school personnel.

Winchester Public Schools Life Threatening Allergy (LTA) Guidelines

Winchester Public Schools has established an extensive set of guidelines with regard to LTAs. The entire policy will be posted on www.lincolnsps.org or you may contact the school nurse if you need additional information. For the purposes of this handbook we have included only the sections on parent responsibility.

Responsibilities of the Parent (We ask for parent cooperation with the following suggestions.)

The parent of students with LTAs shall be responsible for the following:

- *Inform the principal and school nurse of your child's allergies in writing prior to the opening of school (or as soon as possible after a diagnosis).
- *Arrange to meet with the school nurse to develop an EAAP and IHCP for the student. Provide written medical information from the child's treating physician as needed to complete the plans.
- *Provide the nurse with a way to reach you in the event of an LTA emergency (cell phone, beeper, etc.). Update the data as required.
- *If the LTA is food based, provide the nurse and teacher(s) with a list of foods and ingredients to be avoided, and provide a list of safe or acceptable foods that can be served to your child.
- *Provide the nurse with enough up-to-date emergency medications (including EpiPens) so they can be placed in all required locations in accordance with the EAAP/IHCP for the current school year.
- *Complete and submit to the nurse all required medication forms. Consider providing a medical identification bracelet (e.g., MEDIC-ALERT) for your child.
- *Notify the nurse of upcoming field trips as soon as possible and provide EpiPen or other appropriate medication to be taken on field trips as stated in the field trip protocol.
- *Inform the nurse of any changes in the child's LTA status including any reactions that might have occurred outside of the school day and or during the summer.
- *Whenever possible, consider providing a copy of their child's EAAP to the school transportation company in accordance with these protocols and procedures.
- *Consider providing a copy of the child's EAAP to school department extracurricular activity staff in accordance with these protocols and procedures.
- *Consider providing a copy of the child's EAAP to non-school department individuals who provide out of school activities for their child, in accordance with these protocols and procedures.
- *Provide the nurse with the licensed provider's written statement if the student no longer has an LTA.
- *Go on field trips and out of school activities with your child, whenever possible.
- *Consider providing a bag of snacks for your child's classroom along with safe foods for special occasions.
- *If accommodations cannot be made in the cafeteria for the child's allergy, the parent will provide appropriate lunches.
- *As possible, in an age appropriate manner, teach your child to follow the student guidelines/responsibilities.